

New Hampshire Estuaries Project

REQUEST FOR PROPOSALS

The New Hampshire Estuaries Project requests proposals for projects that will result in the protection or restoration of freshwater wetland resources in New Hampshire's coastal watershed.

OVERVIEW

The New Hampshire Estuaries Project (NHEP) requests proposals from municipalities, state agencies, or organizations to protect or restore freshwater wetland resources in New Hampshire's coastal watershed. The NHEP is making up to \$100,000 available through this RFP. The NHEP may grant the entire amount to one or two larger projects, or split the funds between a number of smaller projects. Therefore, applicants may apply for the whole amount or less than the whole amount. However, the NHEP does anticipate funding activities to address both protection and restoration of freshwater wetlands through this RFP. A 1:1 match of non-federal cash or in-kind services is required for projects funded by the NHEP (i.e., for each dollar contributed to a project by the NHEP, a dollar must be provided by the applicant in the form of cash or in-kind services related to the project).

Funding for this project is provided through the U.S. Environmental Protection Agency. Therefore, all federal requirements of the Clean Water Act, as amended, and all State requirements must be adhered to and will be part of a contract for services.

A contract will be executed between the party(ies) selected and the NHEP for submission to the Governor and Executive Council for approval. The term of the contract will be from the date of approval by the Governor and Executive Council to the established project completion date, which can be no later than December 1, 2005.

Proposals must be received by the NHEP no later than 4:00 PM on Wednesday, July 28, 2004. Both hardcopy and electronic (disk) versions of the proposal must be received by the deadline. Faxed and emailed proposals will not be accepted. Proposals can be hand delivered or mailed to:

NHEP
152 Court St., Suite 1
Portsmouth, NH 03801
Attn. Freshwater Wetlands RFP

GENERAL INFORMATION

The NHEP will enter into a contract with a qualified organization to engage in activities associated with protection or restoration of freshwater wetland resources in New Hampshire's coastal watershed.

Purpose: The NHEP *Management Plan* lists goals and Action Plans related to the protection and restoration of freshwater wetlands. Specific Action Plans related to wetlands protection and restoration activities solicited by this Request for Proposals include: LND-15, LND-16, LND-20, LND-25, LND-25B, LND-25C, LND-25D, and

RST-04. The *Management Plan* can be obtained by calling the NHEP at 433-7187 or online at <http://www.nh.gov/nhep/about/management-plan.htm>.

Geographic Scope: Eligible projects are those that address freshwater wetland systems in New Hampshire's coastal watershed. See the attached COASTAL WATERSHED MAP for a depiction of the eligible area.

Eligible Activities: Proposals must address at least one of the following three areas. Proposals that address multiple activities, as applicable, are encouraged.

1. **Freshwater Wetlands Restoration Projects** – Restoration proposals should be broken down into categories as Phase I and/or Phase II activities, defined as:
 - a. Phase I – Activities including restoration design, feasibility analysis, engineering plans, and monitoring plans to support future restoration work. Proposals should cite any existing studies or restoration plans that demonstrate project need or habitat impairment.
 - b. Phase II – Implementation/construction activities based on recommendations from an existing freshwater wetlands restoration plan. Proposals must cite previous feasibility studies or design plans to support the restoration activity and should identify restoration goals. Restoration implementation projects should include a monitoring component to measure and/or evaluate project success.

NOTE: Proposals to restore wetlands as part of a mitigation agreement will not be considered.

2. **Prime Wetlands Designation Projects** – Projects that implement one or more steps toward obtaining Prime Wetlands designation for a wetland or wetlands within the coastal watershed. Proposals related to prime wetlands designation must incorporate an educational component to support designation activities. Examples of activities that are part of the Prime Wetlands Designation process include:
 - a. Municipal training and assistance in utilizing the New Hampshire Method for the Comparative Evaluation of Nontidal Wetlands (the NH Method).
 - b. Wetland inventories and/or evaluations at the municipal or subwatershed level.
 - c. Prime Wetlands delineation and/or assessment.
3. **Other Freshwater Wetlands Protection or Restoration Projects** – including:
 - a. Purchase of land or easements for conservation of high-value wetlands and wetland buffers
 - b. Demonstration projects for wetlands buffer restoration and/or management
 - c. Inventories of wetland buffers at the watershed scale
 - d. Development of ordinances and zoning regulation to protect freshwater wetland resources

QAPPs: All NHEP-funded projects involving monitoring or other data collection and analysis require a Quality Assurance Project Plan (QAPP). The QAPP must be approved by the NHEP and the Environmental Protection Agency prior to initiation of any fieldwork or data collection activities. All restoration proposals should incorporate the

QAPP development process and implementation activities in the proposal scope of work, timeline, and budget. It can take several months to complete the QAPP writing and approval process. For more information on QAPP requirements, contact Phil Trowbridge, NHEP Coastal Scientist, at 271-8872 or ptrowbridge@des.state.nh.us.

Project Schedule: The earliest anticipated starting date for selected projects is October 25, 2004. Contracts must be approved by the Governor and Executive Council prior to initiation. Projects must be completed by December 1, 2005.

Reporting: Interim project reports and a final project report are required by the NHEP. Interim reports are required quarterly and must be submitted electronically using the NHEP interim report template. A final report for the project shall describe all actions associated with the funded activity and must comply with NHEP final report guidelines.

PROPOSAL REQUIREMENTS

In order to be considered, five hardcopies (including one original, so marked) of the proposal, plus an electronic copy (on disk), are required from the applicant. The proposal must include the following elements:

1. COVER LETTER – Proposals must include a cover letter signed by a person authorized to legally bind the applicant. The letter should contain a brief statement of the applicant's understanding of the work to be done, a commitment to perform the work within the time period, and a disclosure statement addressing the applicant's relationship(s), if any, with the State of New Hampshire.
2. TITLE PAGE – Proposals must include a title page that shows the proposal's topic, the organization name, address, telephone number, fax number, email address, name of contact person, and the date of the proposal.
3. PROJECT NARRATIVE – Proposals must include a project narrative which describes the proposed approach and process that will be used to accomplish the work. The narrative should clearly define the following:
 - Project objective, including a description of how project objectives or goals relate directly to the eligible activities described above and the NHEP *Management Plan*.
 - Background information, including a statement of need for project activities.
 - Geographic scope of the project. Include a map, if applicable.
 - A detailed list and description of specific work tasks to be undertaken to accomplish the project objective.
 - Work products or deliverables generated for work tasks.
 - Expected project results related to protection or restoration of freshwater wetland resources.
 - Measures of success for the proposed activity(s), specifically how results or success will be measured.
 - A project schedule broken down by work task.

4. **BUDGET & PAYMENT TERMS** – Applicants must submit a total project budget, which includes (1) requested NHEP funds, (2) matching funds or in-kind services provided by applicant, and (3) any other funding contributing to the project, such as other federal funds. Matching funds must be non-federal sources of funding and must equal or exceed the amount requested from the NHEP. Matching funds can include contributions of cash or the value of services contributed to the project from individuals, organizations, municipalities, or non-federal public agencies. Volunteer labor can be valued at a rate up to \$17.19 per hour. Contributed professional services can be valued as match at the professional rate.

The overall budget must be broken into categories including personnel, travel, equipment/supplies, contractual, and any other relevant categories. The overall budget also must be broken down into the specific work tasks (i.e., a cost for completing each work task should be assigned). See the attached BUDGET TEMPLATE for the format of how the overall budget must be submitted.

The proposal must also include a budget narrative to support the budget. The narrative should identify hourly rates and hours for personnel, itemize equipment or supplies to be purchased, define the budget category “Other” as applicable, and provide any additional information to support the budget. If NHEP funds will be used for land acquisition or related activities, the budget should indicate such.

The State of New Hampshire will not be responsible for expenses incurred in preparing this proposal and such costs should not be included in the project.

Typical payment terms are equalized quarterly payments from the NHEP. Match documentation and interim reports must accompany quarterly payment requests. If the typical terms are not acceptable, the applicant should provide their requested payment schedule and a justification.

5. **DESCRIPTION/QUALIFICATIONS OF APPLICANT** – Applicants must describe the organization, including its mission and experience with similar projects. The proposal must identify the individual(s) that would work on this project, including any subcontractors. If subcontractors have been identified, the process or rationale for their selection should be described. If subcontractors have not been identified, the process for selecting them should be described.
6. **PURCHASE OF CONSERVATION LAND AND EASEMENTS** – Proposals to purchase land or easements for conservation purposes must include written documentation from the current landowner stating a commitment to move forward with the transaction. A signed Purchase and Sales Agreement is preferred.
7. **PERMITS FOR RESTORATION ACTIVITIES** – Applicants proposing restoration activities must identify all required permits and identify progress to date in obtaining applicable local and state permits. Projects funded by the NHEP

must obtain a NH DES wetlands permit prior to any dredging and filling of jurisdictional areas. Refer to the NH DES website for contact information and state wetlands permit requirements at <http://www.des.state.nh.us/Wetlands/>.

EVALUATION OF PROPOSALS

A review team selected by the NHEP Director will evaluate all proposals. The review team will be composed of NHEP personnel, representatives from the NHEP Management Committee, and other experts with knowledge and expertise in wetlands ecosystems. To be eligible for review, proposals must be complete, received by the due date, and meet the eligibility requirements listed in the RFP, including the minimum matching requirement. Proposals will be evaluated according to the following criteria:

- The extent to which the project objective aligns with the eligible activities and NHEP *Management Plan* Action Plans listed in the RFP.
- The likelihood that the project activity, as defined in the proposed work tasks, will result in the restoration or protection of important wetland resources.
- The extent of actual restoration/protection activities relative to cost.
- The soundness of the plan for measuring success and evaluating project outcomes.
- Demonstration of project need and support for its implementation among stakeholders and local residents.
- Soundness and detail of the budget, including commitment of matching funds/resources.

The NHEP reserves the right to reject all proposals, to waive any irregularity in a proposal, and to accept or reject portions of any proposal. The NHEP also reserves the right to request additional information from any or all parties submitting proposals to assist in the evaluation process.

SCHEDULE

04/23/04: Request for Proposals released by the NHEP
07/28/04: Proposals due to the NHEP
08/25/04: Target date for proposal selection
10/20/04: Target date for Governor and Council Meeting for contract approval
10/25/04: Project Begins (assuming prior Governor and Council approval)
12/01/05: Project Completed

Proposals must be received by NHEP no later than 4:00 PM on July 28, 2004.

Direct any questions regarding this Request for Proposals to Matt Craig, NHEP Planning Technician, at (603) 433-7187 or matt.craig@nh.gov.

Attachments:

NH Coastal Watershed Map
Budget Template

Coastal Watershed Map



NOTE: Danville, a coastal watershed community, was unintentionally omitted from this map.

Budget Template

Budget Breakdown by Expense Category:

	<u>NHEP FUNDS</u>	<u>MATCHING FUNDS</u>	<u>OTHER FUNDS</u>	<u>TOTAL PROJECT</u>
CATEGORY				
PERSONNEL	\$25,000	\$30,000	\$10,000	\$65,000
TRAVEL	\$2,000			\$2,000
EQUIPMENT/SUPPLIES	\$5,000	\$8,000		\$13,000
CONTRACTUAL	\$5,000			\$5,000
OTHER COSTS (describe)				\$0
TOTAL	\$37,000	\$38,000	\$10,000	\$85,000

Budget Breakdown by Work Task:

(list the number of work tasks described in your proposal)

	<u>NHEP FUNDS</u>	<u>MATCHING FUNDS</u>	<u>OTHER FUNDS</u>	<u>TOTAL PROJECT</u>
TASKS				
TASK 1	\$5,000			\$5,000
TASK 2	\$7,000	\$13,000		\$20,000
TASK 3	\$3,000	\$5,000	\$5,000	\$13,000
TASK 4	\$15,000	\$10,000	\$5,000	\$30,000
TASK 5	\$7,000	\$10,000		\$17,000
TOTAL	\$37,000	\$38,000	\$10,000	\$85,000